

CITIZEN'S INDEPENDENT TRANSPORTATION TRUST (CITT)

Executive Planning Committee

Monday, December 15, 2004

Stephen P. Clark Center

111 NW 1st Street

10th Floor Conference Room

1:00 PM

Summary of Minutes

Executive Planning Committee Members:

Hon. John F. Cosgrove, Chairman

Marc Buoniconti, Vice-Chairman

LtCol Antonio Colmenares

Henry Lee Givens

Luis C. Morse

Theodore Wilde

COMMITTEE MEMBERS PRESENT:

Hon. John F. Cosgrove, Chairman

Marc Buoniconti, Vice-Chairman

Henry Lee Givens

Luis C. Morse

Excused Members:

LtCol Antonio Colmenares

Theodore Wilde

COUNTY ATTORNEY:

Bruce Libhaber

OTHERS PRESENT:

Hilda Fernandez, Executive Director, OCITT

Jack Furney, OCITT

David Tinder, PWD

Patty David, OCITT

Marlene Amaro, OCITT

Frank DeVecchio, Citizen

Patrice Rosemond, OCITT

Betty Alexander, OCITT

Jose Galan, PWD

Francisco Fernandez, DBE

Cathy Lewis, MDT

Joanna Santiago, OCITT

ROLL CALL

With a quorum being present, Mr. Cosgrove, Chairman, called the Executive Planning Committee meeting to order at 1:10 p.m.

APPROVAL OF MINUTES-NOVEMBER 13, 2003

Mr. Morse moved approval of the November 13, 2003 minutes, seconded by Mr. Givens and carried without dissent.

COMMITTEE REPORTS

Executive Director's Report

Hilda Fernandez reported that she has met with the General Services Administration (GSA) regarding the office space for the CITT and staff, which will include a large conference room for the CITT meetings. The goal is to begin construction in January 2004. She expressed her concern on the staffing needs and allocations that were presented in the pro forma since she did not have an opportunity to provide any input when the pro forma was being developed. However, she is working on revised budget and a business plan that is required by the County. The current staff is 17 employees, with one person returning to Miami Dade Transit. The preliminary business plan has a staffing level of 20 for the current fiscal year. In addition, she reminded the members of the Smart Commute Event scheduled for Friday, December 19, 2003 at 11:00 a.m.

Budget & Finance Report

Jack Furney stated the Budget and Finance Committee met December 11, 2003. The committee discussed the surtax pro forma and reviewed the questions and answers that were raised by staff and Mr. Wilde. The committee approved the Penske Contract, and the PWD 2-Year Plan with certain conditions that need to be incorporated into the final resolution. Mr. Cosgrove mentioned that the MOU with the City of Hialeah was approved however it needed to be approved by the Compliance and Oversight Committee.

Project Review Committee

Ms. Fernandez reported that the PRC met December 3, 2003. The City of Homestead provided an incomplete transportation plan and asked for further clarification on the types of projects that could be considered appropriate. The PWD 2-Year Plan was approved and forwarded to the Budget and Finance Committee for consideration. The Penske Contract was also approved and forwarded to the Budget & Finance Committee. The committee requested MDT staff to provide them with cost comparisons between GSA and Penske.

Mr. Givens asked staff to contact Florida City as well as all the municipalities to offer technical assistance in preparing the information requested.

External Affairs Committee

Mr. Morse stated that he would like to add South Florida Commuter Services to the January or February agenda to make a presentation to the full CITT to inform them on the services being provided to the tri-county area. In addition, he has asked staff to poll the Transportation Conference attendees to obtain feedback as to how the conference could be improved. Also, staff is to draft a letter to all the municipal elected officials informing them that their city has not complied with the newly extended December 31, 2003 deadline

for the submission of documentation required under the Interlocal Agreement. The CITT will be making a recommendation to the BCC to withhold future disbursements until they have submitted all the required information. Mr. Cosgrove added that during the Municipal Workshop it was announced that Center Urban Transportation Center (CUTR) is providing free assistance to any municipality who makes the request.

Compliance & Oversight Committee

Mr. Givens stated that the committee would be meeting immediately after the EPC meeting. The issue being discussed is the Memorandum of Understanding with the City of Hialeah and the concern is that the MOU does not have any minority participation measures in place. He asked staff to contact all the municipalities to provide its minority participation guidelines. Mr. Cosgrove added that he is working with staff to establish a process for reviewing action items.

By-Laws Committee

Mr. Cosgrove reported that the committee met on December 8, 2003 and made minor changes. The Bylaws will be included in the package for all the CITT members for approval on the December 17 Trust meeting. Mr. Morse suggested that a copy of the Mason's Rules be provided to all the CITT members.

Mr. Givens suggested planning a Board Retreat, which would be beneficial for the two new members, Harold Braynon, Jr. and Herminio Lorenzo as well as for all the Trust members. Ms. Fernandez stated that she was planning on having a New Board Member Orientation. Mr. Cosgrove added that he had discussed that with Ms. Fernandez and was planning to schedule the Retreat around April or May 2004 on a Saturday. The retreat would be open to the public as well. He would like to invite Hugo Benitz to speak on the County procurement process.

Mr. Cosgrove mentioned that Citizen's Comments are not part of the EPC agenda because the meeting is a planning meeting although the meeting is open to the public. He noted that Mr. Frank Del Vecchio submitted a memo addressed to the EPC committee members regarding the "pro forma." In addition, he stated his concern that the CITT website did not include Exhibit 1. (a copy of the memo was distributed). Ms. Diaz responded that is looking into the problem. Mr. Cosgrove asked Mr. Libhaber to respond to Mr. Del Vecchio's questions concerning eligibility, cost ceilings and timetables.

Mr. Cosgrove distributed and discussed a memorandum prepared by Robert Cuevas, County Attorney regarding the PTP – Metrobus Route Changes. He has asked Ms. Fernandez to meet with the County Attorney and MDT staff to develop a resolution for CITT approval. This would eliminate the Trust from micromanaging bus service route improvement changes that have already been approved by the CITT and decisions made by the Director, MDT.

OLD BUSINESS

Update Financial Service Provider

Mr. Cosgrove reported that the Budget and Finance Committee discussed the process for obtaining an independent financial service consultant. Staff developed a timeline and the completion of the selection process for a financial consultant is July, which is

unacceptable. It was recommended by the Committee for the Chair of the CITT to meet with the BCC Chairwoman and the BCC committee chairs to request a waiver of the bidding process. If the BCC approves the waiver a financial consultant could be selected in February. In addition, a firm may be selected from the MACS pool as an interim. His intention is to meet with the BCC and make them aware that this issue is very important for the Trust.

Mr. Givens said that it was his belief that the County Manager agreed for the CITT to select a firm from the County pool. Ms. Fernandez responded that could be done immediately through a work order. Once a firm has been selected it would need to BCC approval. Mr. Buoniconti stated that it was decided not to select a firm from the current list because the committee felt that the firm should not have any current contracts with the County.

Mr. Cosgrove said there has been a lot of reaction to the pro forma. Staff and members are still analyzing and developing questions. PFM is scheduled to make a presentation at the full CITT December 17, 2003. The CITT business will be conducted from 10:30 to 12:00 pm and the pro forma presentation from 12:00 pm to 1:30 pm. Ms. Fernandez stated that refreshments would be provided.

ADJOURNMENT

There being no further business the meeting adjourned at 2:15 p.m.